

DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES DIVISION

ADDENDUM # 5 FOR RFP ISSUED ON 6/8/06

1. Section 2 – Service Specifications:

Forms A, B, and C, have been revised. In Form A, #2, Oahu's total has been revised from 67 to 64. Form B, #2-4, there are no goals. We would like the provider to track these numbers throughout the year. Form C, has been revised to instruct the provider to track the items quarterly.

FORM A - PEOPLE TO BE SERVED

ORGANIZATION: _____

PROGRAM/SERVICE: Hawaii Advocate Program

SITE(S): Oahu, East Hawaii, West Hawaii, Maui (including Molokai and Lanai), and Kauai

PEOPLE TO BE SERVED	Oahu FY07 FY08	E HI FY07 FY08	W HI FY07 FY08	Maui FY07 FY08	Kauai FY07 FY08
1. Youth referred to CWS that have been assessed to be in need of supportive services but are not accepted for a CPS investigation.	63	8	8	8	8
2. Youth in families assessed and confirmed for CAN by CWS staff and needing services to prevent the out-of-home placement of a child or to support reunification of a child who has been returned home.	64	8	8	8	8
3. Youth referred by judiciary who are at risk for further involvement in juvenile justice system.	127	16	16	16	16
4.					
5.					
6.					

FORM B – SERVICE ACTIVITIES

ORGANIZATION: _____

PROGRAM/SERVICE: **Hawaii Advocate Program**

SITE(S): Oahu, East Hawaii, West Hawaii, Maui (including Molokai and Lanai), and Kauai

SERVICE ACTIVITIES	Oahu FY07 FY08	E HI FY07 FY08	W HI FY07 FY08	Maui FY07 FY08	Kauai FY07 FY08
1. Total # of CWS related children/youths provided community-based youth advocacy services.	127	16	16	16	16
2. # of CWS active children/youths provided services to prevent out-of-home placement (active, preservation families).		Line #1 lists the goals for this section. Lines #2-4 are not to be completed for the proposal. The provider will complete these cells based on the actual services provided during the reporting period.			
3. # of CWS active children/youths provided services to support reunification (active, reunification families).					
4. # of non-CWS diversion children/youths provided services.					
5. Youth referred by judiciary who are at risk for further involvement in juvenile justice system.	127	16	16	16	16
6.					
7.					
8.					

FORM C - OUTCOMES

ORGANIZATION: _____

PROGRAM/SERVICE: **Hawaii Advocate Program**

SITE(S): Oahu, East Hawaii, West Hawaii, Maui (including Molokai and Lanai), and Kauai

OUTCOMES	BUDGET PERIOD				
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD FY07
% of HAP participants:					
1. Free from reports of being abused or neglected this reporting period as evidenced by no known reports to CPS.	80%	80%	80%	80%	80%
2. Arrest-free this reporting period as evidenced by no reports of arrests from self, family, or workers.	75%	75%	75%	75%	75%
3. Attending school regularly this reporting period as evidenced by self-reports and reports from parents, or school.	75%	75%	75%	75%	75%
4. Actively seeking employment and /or maintaining employment regularly this reporting period as evidenced by self reports and reports from parents or employers.	75%	75%	75%	75%	75%
5. Avoided pregnancy this reporting period as evidenced by self-report.	100 %	100 %	100 %	100 %	100%
6. Not placed in out-of-home placement this reporting period due to his/her behaviors as evidenced by no change in placement.	85%	85%	85%	85%	85%
7. Not placed in out-of-home placement this reporting period for his/her own safety as evidenced by no change of placement.	85%	85%	85%	85%	85%
8. Active with CWS and at risk for out-of-home placement will be stabilized and remain in the same placement at the time of referral and continue for 6 months post-discharge from the HAP program.	85%	85%	85%	85%	85%
9. Active with CWS and living in out-of-home placement will be reunited with their pre-placement family and remain in placement with the family for 6 months post-discharge from the HAP program.	85%	85%	85%	85%	85%
10. Families referred to CWS that are assessed to be in need of support services but are not accepted for CPS investigation or other CWS services will not have another referral made to CWS for 6 months pos-discharge from the HAP program.	85%	85%	85%	85%	85%
11. Referred by Family Court, OYS, or other referral agency will not commit any criminal/status offenses for 6 months pos-discharge from the HAP program.	75%	75%	75%	75%	75%

2. **Section 2 – Service Specifications:**

Work plan – Please correct references for the following:

1. Under column A - Service Activities and Program Requirements, #1 – “Contract specific policies,” Intake and service initiation bullet, the reference should be RFP Section 2, III.A.1a-h.
2. Under column A - Service Activities and Program Requirements, #1 – “Contract specific policies,” Discharge criteria & process bullet, the reference should be RFP Section 2, III.A.1i-j.
3. Under column A - Service Activities and Program Requirements, #3 – “Evaluate client progress,” the reference should be RFP Section 2.II.A.16.

3. **Section 4 – Proposal Evaluation:**

The points have changed for this section. Please see below:

Phase II: Evaluation of POS Proposal Application:	
Evaluation Categories	Possible Points
Experience and Capabilities	14
Project Organization and staffing	22
Facilities	5
Service Delivery (Work Plan)	59
Forms A, B, and C	0
Financial (non-scored item)	0
Accounting System	0
Administrative Assurances	0
TOTAL POSSIBLE POINTS	100

1. Experience and Capability (Maximum = 14 Points; Satisfactory = 8.4 Points)
2. Project Organization and Staffing (Maximum = 22 Points; Satisfactory = 13.2 Points)
3. Facilities (Maximum = 5 Points; Satisfactory = 3 Points)
4. Service Delivery-Work Plan (Maximum = 59 Points; Satisfactory = 35.4 Points)
5. Forms A, B, and C (Not Scored)

4. **The Youth Advocate Program (YAP)** – For further details of the YAP process, feel free to contact YAP directly. Their website address is www.yapinc.org

5. **Questions and answers clarification and follow-up (See Addendum #3):**

STAFFING

1. For #2, we are clarifying that in the example, the prospective applicant was using and example of 127 youths/families for Oahu. We wanted to clarify that the question may have used 127 as an example but the **total** for Oahu is 254, 127 youths for CWS and 127 youths for OYS.
2. Are there any education or licensing requirements for paraprofessionals?

ANSWER: Yes, high school diploma or GED.

3. Are there any education or licensing requirements for Case Managers?

ANSWER: The only time HAP staff would become a "case manager" is if a referral came from outside of CWS or Family Court/OYS. HAP staff who may provide direct service with a Bachelor's degree or higher would become the "case manager."

4. Are there any education or licensing requirements for those conducting group?

ANSWER: This is a program that primarily utilizes services from Advocates who must have a minimum of a high school diploma or GED. Therefore, these "groups" are not clinical groups, therapeutic groups or support groups.

PRICING STRUCTURE

The pricing structure has been revised. Please see below.

The pricing structure has been modified based on comments and questions from interested parties.

1. The initial plan called for a base payment of 50% of the contract and payment at \$27 per unit for each unit of service provided in excess of 51% of the units specified in the goal.
2. The revised pricing structure for this contract provides a base payment equal to 50% of the total contract amount and payment at the rate of \$13.50 per unit for **ALL** billable units of service

The following example is provided solely for the purpose of clarifying payment methodology. The number of units, geographic areas, and contract amounts DO NOT reflect the actual or proposed numbers in the RFP or proposal.

Sample calculation for compensation - This is the [methodology](#). It will not match the numbers in the RFP

	Total \$	Base (50%)	Billable (50%)
area 1	\$33,750	\$ 16,875	\$ 16,875
area 2	\$10,125	\$ 5,063	\$ 5,063
area 3	\$10,125	\$ 5,063	\$ 5,063
area 4	\$ 6,750	\$ 3,375	\$ 3,375
area 5	\$ 6,750	\$ 3,375	\$ 3,375

Example 1 - INITIAL method of payment (Base 50% + \$27/unit for units over 50% of goal)

	unit Goal	unit 50%	this is 80% at \$27.00 provided	units>50%	unit x \$27	base	total
area 1	1250	625	1000	375	\$ 10,125	\$16,875	\$27,000
area 2	375	187.5	300	112.5	\$ 3,038	\$ 5,063	\$ 8,101
area 3	375	187.5	300	112.5	\$ 3,038	\$ 5,063	\$ 8,101
area 4	250	125	200	75	\$ 2,025	\$ 3,375	\$ 5,400
area 5	250	125	200	75	\$ 2,025	\$ 3,375	\$ 5,400
	2500						

Example 2: REVISED method (Base 50% + \$13.50 for each unit of billable service)

	unit Goal	unit 50%	provided	billed	unit x \$13.50	base	total
area 1	1250	N/A	1000	1000	\$ 13,500	\$16,875	\$30,375
area 2	375	N/A	300	300	\$ 4,050	\$ 5,063	\$ 9,113
area 3	375	N/A	300	300	\$ 4,050	\$ 5,063	\$ 9,113
area 4	250	N/A	200	200	\$ 2,700	\$ 3,375	\$ 6,075
area 5	250	N/A	200	200	\$ 2,700	\$ 3,375	\$ 6,075